

**NEW MEETING, NEW TIME, & NEW PLACE**

**\$ FINANCE COMMITTEE MEETING \$**

**WEDNESDAY JULY 18, 5:30 PM**

**PRESBYTERIAN CHURCH FELLOWSHIP HALL**

**TOMALES VILLAGE COMMUNITY SERVICES DISTRICT**

**(TVCSD)**

**(707) 878-2767**

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**AGENDA**

**CALL TO ORDER**

**APPROVE, CORRECT 6/20 MINUTES**

**REVIEW PROJECTS**

**OPEN COMMUNICATION**

**ADJOURN**

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## AGENDA

Tomales Community Service District  
7007-878-2767  
Finance Committee Meeting  
Wednesday, July 18, 2012  
Presbyterian Fellowship Hall  
5:30 PM

Sue Sims called the meeting to order at 5:45

Committee members present: Deborah Parrish, Sue Sims & Patty Oku.

Community members present: Paul Duffy, Terry Duffy, Venta Leon & Bruce Bramson.

Minutes from the June 20, 2012 Finance Committee Meeting were corrected as suggested by Terry Duffy and Sue Sims. The minutes of the 6/20/12 minutes will be put forth for acceptance at the August Finance Committee meeting.

At the 6/20/12 meeting, committee members and community members agreed to individually take the Independent Contractor test from the EDD. At tonight's meeting, we discussed our impressions of the process and our results, finding that the test held some gray areas for us. Therefore, we decided to take the test together and discuss the merits of each question as regards the TVCSD position of Administrator.

To further clarify the TVCSD Administrator position as regards legal status, we discussed an additional document (university generated) designed to help determine whether an individual was an independent contractor or a de facto employee. Our conclusions were that the district may have some issues to address with regard to employment status legalities. There appear to be areas where the Administrator is clearly being treated as an employee. Those present for the meeting expressed the desire to review the test and their concerns with the Board members and ask the Board to take the test.

During the discussion of these documents, the committee and community members talked about dividing up the contract items making them two, three or four separate jobs, creating structural types of controls along with reducing the cost of administration as a percentage of the total budget. For example, the financial management chunk of the job might be handled by an accountant/CPA.

As a summary of the discussions, Deborah Parrish listed 5 areas of recommendation for the Board.

1. **Proper Allocation of Community Funds**
2. **Competitive Bidding**
3. **Contract in Place**

4. Separation of Duties

5. Employment Status

The meeting was adjourned at 7:20 PM.

A handwritten signature in cursive script, appearing to read "Sue Davis". The signature is written in dark ink and is positioned to the right of the text "The meeting was adjourned at 7:20 PM."